

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**November 21, 2007**

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<b>TITLE:</b>	Financial Specialist
<b>POSITION NO:</b>	11708
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, December 10, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is due at time of application. Occasionally work hours may exceed normal work hours, particularly when preparing legislative reports or budgets, or when developing and implementing a new program.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment will be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position is responsible for the financial/policy analysis and the financial/data reporting functions of the Children's Mental Health Bureau (CMHB). The incumbent will assist with the development of budgets, tracking of expenditures, and reporting of expenditures for grants, legislative requests, and bureau decision-making; analyze financial and program data; track changes in services and programs; assist program staff and management in making policy decisions by providing financial and utilization information; and report financial information related to contracts, grants, and Medicaid utilization. This position also assists with rate setting methodology, cost-benefit analysis of services, and

financial reports for the Psychiatric Residential Treatment Facility grant; and assists the System of Care grant and Medicaid program managers as time allows.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of analytical methods, including statistics, database manipulation, and research methods; accounting, budgeting, and management principles; social and medical service delivery system; medical terminology and coding; computer systems including decision support systems, databases, and query languages; and state/federal rules and regulations related to Medicaid.

Skills: Skill in organization; multi-tasking; and oral and written communication.

Abilities: Ability to work independently and prioritize multiple important demands/requests; work well as part of a team to accomplish bureau goals and objectives and meet deadlines; plan, organize, and manage multiple projects, translate ideas and theories into practical steps and actions; recognize opportunities for improvement and solve problems to remove barriers to accomplishing tasks; interpret and apply program laws, rules, and regulations to a specific situation; use a personal computer to analyze spreadsheets, large paid claims files, and databases applications to answer questions about utilization, trends, and cost; and clearly, concisely express ideas, concepts, and technical information.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, finance, accounting, health/public administration **AND** three years experience in qualitative and quantitative analysis, typically acquired by working in the financial management field (e.g., insurance industry, health policy, academic research, etc) **OR** a Master's degree in the above fields **AND** two years of related experience. Progressively responsible experience in Medicaid program management with extensive training/experience with state systems is preferred. Prior experience in the medical and/or mental health service system is also preferred. Other equivalent combinations of education and experience may be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is required at time of application; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to

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register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Financial Specialist  
Position: #11708  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your formal training in analytical methods, database manipulation, and generally accepted accounting methods.
2. Please describe your hands-on experience with analytical methods, database manipulation, and using generally accepted accounting methods. Be sure to include your employer, type of work/project, length of time, etc.
3. Please describe your knowledge of and experience with the Medicaid program.